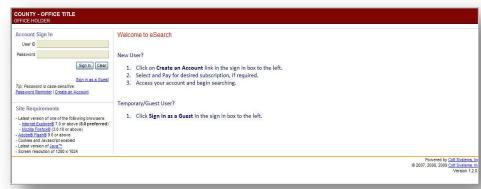
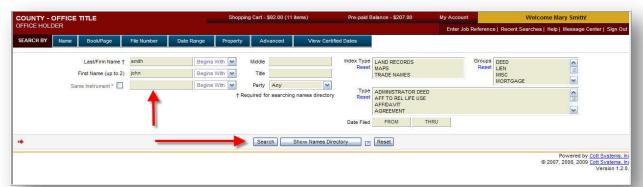
Getting Started with eSearch

- ⇒ To begin your search, either log in with your username and password, or click the Sign in as a Guest link.
- ⇒ The first screen you will see is the Name Search. If you prefer to search by a different method, click on the appropriate tab.





⇒ For a Name Search you must enter at least the first character of the Last or Firm Name. Once you have entered or selected your search criteria click Search to view all names matching your criteria, or click Show Names Directory for a listing of unique names.

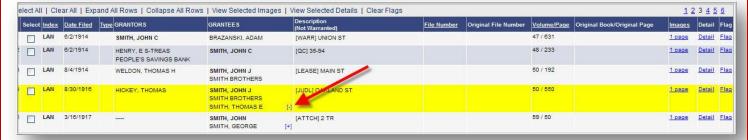


⇒ If your search results in more names than will fit onto one screen, you will be able to view the additional names by clicking on the page number links located at the top and bottom right side of the screen.



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⇒ A field that has a indicates that there are additional names or property within the instrument. Click on the symbol to expand the row, displaying the additional names and/or property. Click the to collapse the row.



⇒ A File Number or Book/Page Number that is underlined indicates that there are related documents. To view the related documents, click the either the File Number link or the Book/Page link.



⇒ When you are finished viewing the related information, click Close.



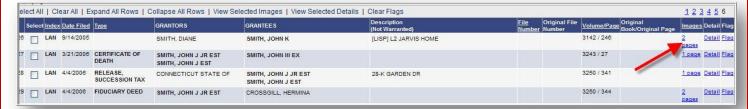
⇒ To view the complete indexed instrument, click the **Detail** link for that instrument.



⇒ To return to the previous screen, click the Return to Previous Page button.



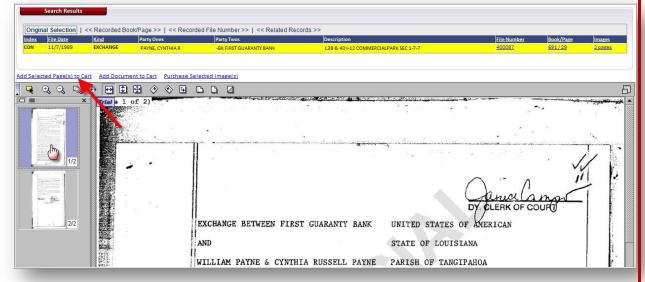
⇒ To view the image(s) that is associated with the instrument, click the **Page** link.



⇒ To return to the previous screen, click the Return to Previous Page button.



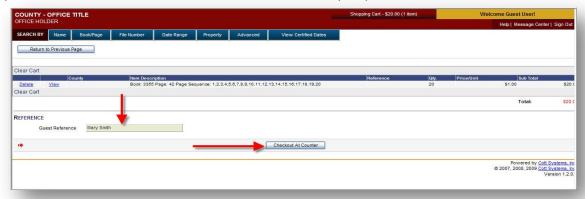
⇒ To select specific images for purchasing, hold down the CTRL key on the keyboard and click on the thumbnails of the images that you want. Then click Add Selected Pages to Cart.



⇒ To select the entire document for purchasing, click the **Add Document to Cart** link. Notice that the shopping cart will now list the amount of money that you owe as well as the number of items that you have selected.



⇒ To check out, paying for and printing your images, click the **Shopping Cart** link. The items that you have selected will be displayed. In the **Guest** Reference field enter a reference name for your purchase and click **Checkout at Counter**.



⇒ You will be directed to go to the Front Counter in the office where you can purchase your images. Once you have purchased the images, they will be printed.

